



Open Position: Trade & Customs Compliance Export Specialist

Location: Issaquah, WA

Description of position

Based on site at Costco's corporate headquarters in Issaquah, Washington, the Trade & Customs Compliance Export Specialist will be responsible for all aspects of exporting Costco merchandise to ensure that Costco is in compliance with all applicable laws, regulations, and policies for international trade. This position is also responsible for export screenings, export sanctions, drawback, auditing, and working with 3rd party service providers. Additionally, this individual will work closely with multiple departments and divisions to support Costco's export and sanctions program.

Job Duties/Essential Functions

- Oversees commodity classifications and ECCN assignment for all exported items
- Analyzes export data for monthly/quarterly export auditing, reporting, and correction activities with third party providers
- Processes denied party screening (DPS) reviews, works with third party software provider, and completes monthly/quarterly reporting.
- Serves as contact for Export Sales and warehouses for processing of screenings for export transactions and provides approvals and/or denials of requests.
- Monitors new laws, trade regulations, trade sanctions and restrictions, and general prohibitions and applies to business processes.
- Administers Costco's Drawback program with outside service provider.
- Works with all government agencies, as required
- Serves as internal resource for information requests in regards to export compliance.
- Identifies areas and provides recommendations to improve compliance, communication, internal controls or to increase efficiencies.
- Develops corrective action recommendations for non-compliance of any export policies, laws, or regulations.
- Participates in the development, review, and maintenance of internal process documents and procedures.
- Develops and maintains training materials and conducts training to internal departments, warehouses, and freight forwarders, as necessary.
- Maintains databases and general record keeping.
- Assists in systems enhancements and third party account requirements,
- Assists in additional areas as requested, including but not limited to Supply Chain Security and USCMA.
- Regular and reliable workplace attendance at your assigned location.
- Assists in other areas of the department as necessary.
- Assists in other areas of the company as necessary.

Ability to operate vehicles, equipment or machinery.

- Computer, telephone, headset, printer/copier

Experience, Skills, Education & Licenses/Certifications

Required:

- US Customs Broker license, CCS, CES or other equivalent certification
- Proficient in AS400, Microsoft Excel, Word, Google, and Internet based research and programs.
- Detail oriented, with excellent analytical and organizational skills.

- Strong interpersonal communication skills, both verbal and written.
- Demonstrated problem-solving ability, communication skills, and initiative.
- Ability to work collaboratively with employees at all levels.
- Self-motivated, able to work independently and meet deadlines.

Recommended:

- Bachelor's degree preferred.
- 3-5 years' of customs compliance and import/export operational experience preferred.
- Project management skills and technical import/export knowledge preferred.

Contact Information to apply:

Please send resume and cover letter Laura Stieglmeyer via email at lstieglmeyer@costco.com